

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140142-5

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ISS - 3

1. TITLE OF REPORT (if a fill-in report include Form No.)

Title/Author Accessions List (within Schools and Staffs of the Office of Training)

2. TYPE OF REPORT

☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL ☒ TRAINING
☐ LOGISTICS ☐ SECURITY
☐ MEDICAL ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

45

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

10

7. FORMAT (memorandum, form computer print-out, etc) memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR announcement in Staff Meeting June 1967

10. PREPARING COMPONENT (include lowest level contributing information to report)

OTR/ISS/LSB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

8 (List of Acquisitions received monthly)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| GS-11 | \$ 6.50 | | 4 | | \$ 26.00 | | 4 | | \$ 104.00 |
| GS-7 | 4.50 | | 1 | | 4.50 | | 4 | | 18.00 |
| GS-3 | 2.10 | | 2 | | 4.20 | | 1 | | 4.20 |
| GS-7 | 4.50 | | 2 | | 9.00 | | 3 | | 27.00 |
| | | | 7 | | | | 28 | | |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$ 153.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This accessions list showing the availability of books should reduce duplication of book purchases and thus effect an OTR savings.

First submitted by OTR Library on 28 August 1970.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

| MAN-HOURS | DOLLARS |
|-----------|---------|
| 0 | 0 STAT |

16. DATE OF INVENTORY

7 Oct. 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

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